What information is needed to request a sponsored guest account?

Tell Me

The following information is needed in order to submit a sponsored guest account.

### Info
Sponsored account requests can only be submitted by designated Business Officers and Information Security Liaisons. To help ensure the request is completed in a timely manner, please make sure to supply the Business Officer or Information Security Liaison with all the required information.

Non-US Citizen Requests: work with the International Student and Scholar Office (ISSO) to get all approvals prior to submitting the request.

Vendor Requests: Review the contract with the appropriate business officer prior to submitting the request.

### Required Information
1. Sponsor's UNC Charlotte username
2. Reason for account
3. Account type (Instructor, Research, General)
4. Guest's department
5. Start date
6. End date
7. Is the guest a US Citizen or Permanent Resident?

### Optional Information
1. Guest's previous UNC Charlotte username (If appropriate)
2. Guest's previous UNC Charlotte ID number (if appropriate)
3. Guest's preferred first name
4. Guest's legal middle name
5. Guest's previous last name
6. Guest's cell phone number
7. Guest's home phone number
8. Guest's legal first name
9. Guest's legal last name
10. Guest's date of birth
11. Guest's gender
12. Guest's personal (non-UNCC) email address
13. Guest's permanent address
14. Copy of Photo ID (Driver's license, State ID, Green card, or Passport)

### Additional Info Needed
If the guest is not a US Citizen, you will need to supply the guest's I-94 number, expiration date and Visa type. You will also need to attach the email from ISSO indicating that the paperwork is complete.

### Note
After attaching the copy of the guest's photo ID, please manually delete the saved copy from your computer. Please see this FAQ for guidelines for storing level 0-3 data.

### Related FAQs
- What types of sponsored guest accounts exist and what can they be used for?
- What information is needed to request a sponsored guest account for a Non-US Citizen or Permanent Resident?
- What information is needed to request a sponsored guest account?
- How do I request a NinerNET sponsored guest account?
- Who can submit a sponsored guest account request?